

**GLADSTONE CITY COUNCIL
REGULAR MEETING
CITY HALL COUNCIL CHAMBERS
September 9, 2014
AMENDED**

**7:30 p.m. CALL TO ORDER
ROLL CALL
FLAG SALUTE**

Police Department Accreditation Award Presentation

BUSINESS FROM THE AUDIENCE

Visitors: Presentations not scheduled on the Agenda are limited to five (5) minutes. Longer presentations should be submitted to the Assistant City Administrator by 5:00 p.m. Wednesday prior to the Tuesday City Council meeting.

CONSENT AGENDA

All items below will be enacted by one motion unless someone requests specific item(s) be removed prior to Council adoption of the Consent Agenda.

1. Approval of August 12, 2014 Minutes
2. Payment of August Claims

CORRESPONDENCE – None

REGULAR AGENDA

3. Clackamas Community College Presentation - Judith Ervin (no attachments)
4. Discussion of Staff Report Template
5. Bid Award: 2014 Pavement Rehabilitation Project
6. City Hall/Police Station Proposal
7. Discussion of Planning Commission Review of Webster Road Property

BUSINESS FROM THE COUNCIL

Executive Session - 192.660(2)(h): To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Executive Session – 192.660(2)(f): To consider information or records that are exempt by law from public inspection. (no attachments)

Executive Session – 192.660(2)(d): To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (no attachments)

ADJOURN

Information Only:

- City Administrator Project Report
- Fire Department Information

City of Gladstone

Council Report

Report Date: September 2, 2014
Meeting Date: September 9, 2014
To: Mayor Byers and City Council
From: Councilors Neal Reisner, Len Nelson, and Kim Sieckmann

AGENDA ITEM

The need and use of Staff Reports for City Council

HISTORY/BACKGROUND

We worked with City Administrator Peter Boyce to create this form to assist staff in providing information to City Council (CC), which has not always been consistent and sometimes has lacked details. For example, five of the ten action items that should have had a recommendation from staff for the August 12th CC meeting did not have a staff report or management recommendation. Such as a request to approve the purchase of electroshock weapons (Tasers) was accompanied by a report from Officers Okerman and Graves to the PD Command Staff but there was not a recommendation from the Police Chief. In addition, a proposed Resolution and Ordinance did not have any type of staff recommendation, nor the two requests for contract approval from the Public Works. Also, Item 11, the Arlington Street Drainage Project generated numerous questions prior to the meeting, out of the public view, which hampers transparency.

We believe this format is flexible, as we understand it will not cover every situation but ask if a topic is not used then an explanation be given. We also would encourage additional topics be used when appropriate.

RECOMMENDED ACTION

We recommend City Council (CC) adopt the attached "Staff Report" format for Staff's use on providing information to CC and each other. This will assist CC and staff in making better informed decisions and provide better information to the public. We believe if this policy is not adopted information will continue to be presented haphazardly, wasting CC meeting time and precluding information from getting out to the public.

COST IMPACT

At minimum, staff time will be used to create the report, which in the beginning there will be a learning curve that could create more staff time but in the long run as staff becomes more acquainted with the procedure it will become quicker and we will have a better record of the proposal. After staff becomes acquainted with writing the report, it could be just a few minutes for a simple request to a hour or more on a topic more involved, like the dog park.

City of Gladstone

Staff Report

Report Date:
Meeting Date:
To:
From:

AGENDA ITEM

Describe the type of project that is being presented.

History/Background

Describe the existing issue you are attempting resolve. If this is a replacement of existing, showing escalating maintenance costs could be helpful

Proposal/Options

Describe the proposal and any options that were looked at. This section would also include any bids and differences between them if any, pros and cons of each option. If no other options or bids were looked at, explain why. This section should include a proposed project schedule. If this is an internal project, explain all needed personnel, outside professional services, proper tools or equipment needed to rent, lease, or purchase, necessary training, etc. that we do not possess. Are there portions of this project that could require legal or code review, and possible changes? If so explain. Make sure to include supporting documents such as contracts, graphs, supplemental reports, bids or quotes, emails, pictures, maps, etc.

RECOMMENDED STAFF ACTION

State the option you recommend and why. Describe the process of how your project will be implemented. This should include other relevant information that would be helpful. What will be the benefit of accepting the recommendation, and what happens if no action is taken?

COST IMPACT

Include the costs of the project including staff time, if this is estimated, submit actual costs at completion of project. Compare and contrast the costs versus the benefits to the project, even if the benefits are not in your favor.

Department Head
Signature

Date

City Administrator
Signature

Date

City of Gladstone

Staff Report

Report Date:

Meeting Date:

To:

From:

AGENDA ITEM

HISTORY/BACKGROUND

RECOMMENDED STAFF ACTION

COST IMPACT